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MEMORANDUM FOR: Assistant Deputy Director (Support)

SUBJECT: Exemption of Employees in External Training from Staff Ceilings

**CONFIDENTIAL**

1. Questions regarding the exemption from staff ceilings of employees participating in external training are being raised as a result of the Career Council's discussion on this subject and their decision to cancel the 27 Senior Career Development positions on the Table of Organization of the Office of Personnel.

2. The Deputy Director (Support) has approved the policy of exempting from staff ceilings all employees approved for full-time external training in excess of 30 days. Exemption from the ceiling count can only be effected by an official personnel action. Regulation No. [ ] Tables of Organization, will be revised to incorporate this policy. Handbook No. [ ], Personnel Records and Reports, will also be revised to include the procedures for carrying out this policy regarding the use of staff ceilings.

3. Inasmuch as the revisions of Regulation No. [ ] and Handbook No. [ ] will take some time, you are hereby advised that this new exemption policy for employees in external training is currently effective and may be implemented in accordance with the procedures outlined herein.

4. The appropriate Operating Official will prepare a Request for Personnel Action, SF-52, indicating in item 20 the dates of the scheduled training for the individual as approved by the Director of Training. A Notification of Personnel Action, SF-50, documenting the fact that the employee will not be counted against the staff ceiling for the specified period will be prepared by the Office of Personnel. Individuals will be charged against staff ceilings again upon the completion of the training specified on the SF-50. If, for any reason the individual discontinues or completes the approved training prior to the scheduled completion date indicated on the SF-50, the appropriate Operating Official has the responsibility of preparing a Request for Personnel Action, SF-52, indicating that the individual is no longer in an external training status.

5. Attached is a sample Request for Personnel Action, SF-52, which may be used as a guide in the preparation of a SF-52 documenting the detail of an individual to external training in order that he may be exempt from the staff ceiling. Attention is called to the fact that the Director of Training must concur in the dates of the scheduled training. The Request for Personnel Action, SF-52, should be routed to Chief, Processing Section, Office of Training, 1107 Alcott Hall. Official Personnel Folders should not accompany the SF-52.

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SUBJECT: Exemption of Employees in External Training from Staff Ceilings

6. Questions pertaining to the exemption from staff ceilings of employees in external training or the procedures outlined herein may be referred to Mr. [redacted] Deputy Chief, Records and Services Division, Office of Personnel, extension [redacted]

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HARRISON G. Reynolds  
Director of Personnel

Attachment:  
Sample SF-52

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